

31 JAN 1967

The Agency's Foreign Language Policy

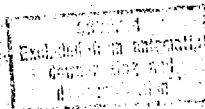
In February 1966, the Director approved a new foreign language policy which considerably strengthened the Agency's language program. This policy established two principal requirements: that of accurately inventorying by testing our employees' language skill, and that of accurately inventorying by position our Agency language requirements. Within the framework of these requirements, the following goals have been established:

- a. Effective immediately all Career Trainees will achieve an elementary language proficiency prior to transfer from the Training Program.
- b. Effective immediately, professional personnel will possess a courtesy speaking proficiency by the time they have been at their overseas post for six months.
- c. By the end of 1970, employees serving in "foreign service" career fields will possess a useful speaking proficiency in at least one foreign language.
- d. By the end of 1970, employees assigned to positions for which specific language requirements have been established will possess the requisite competence.

At the time the language policy was approved, over 4,000 employees had claimed a language capability. Of this group approximately 2,800 have now disclaimed a capability, 800 have been tested, and 200 have left the Agency. Of the approximately 300 yet to be tested most are overseas and will be tested upon their return.

Relative to establishing a position inventory, 2,500 positions

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requiring 56 different languages have been identified. Enough data is now available to determine strength and weakness areas in specific languages and to accurately program language training against future requirements. In support of these requirements the full-time language training of current employees and new employees will double during the next two years. Concurrently, an active testing program is continuing which is evaluating proficiency of Headquarters staff employees, overseas returnees, and new employees. This program includes the re-testing of employees with established proficiencies every three years.

Under the administration of this new policy, meaningful language training is now being given to appropriate officers for assignment to specific positions. After one year of experience all factors indicate that the program has been and will continue to be successful.

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SPOKEN LANGUAGE POSITIONS  
(Intermediate or Higher Skill)

22 Languages

1289 Positions

SPOKEN LANGUAGE PRIORITY NEEDS  
(Intermediate or Higher Skill)

Arabic

French

Hungarian

Lao

Bulgarian

German

Japanese

Rumanian

Chinese

Greek

Korean

Spanish

Vietnamese

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S E C R E T

EMPLOYEE SKILLS

FEB 1966 - FEB 1967

ORIGINALLY CLAIMED	4069
SUBSEQUENTLY DISCLAIMED	2759
TESTED	818
TO BE TESTED	282
ATTRITION	210

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